

TEMPORARY BUILDING, STRUCTURE, USE AND OUTDOOR SPECIAL EVENT APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48084
248-524-3364



E MAIL APPLICATION AND
SUPPORTING DOCUMENTS TO

planning@trovmi.gov

Paper copies are not accepted

APPLICATION FEE \$25.00*

PREAPPLICATION CONFERENCE IS MANDATORY.

COMPLETE APPLICATIONS MUST BE FILED AT LEAST **21 DAYS** BEFORE THE EVENT.

APPLICATIONS FILED BEFORE THE REQUIRED PREAPPLICATION CONFERENCE WILL BE REJECTED.

APPLICATIONS SHALL CONFORM TO THE REQUIREMENTS CONTAINED IN SECTION 7.13 OF THE TROY ZONING ORDINANCE.

APPLICANTS SHALL MEET ALL CITY, COUNTY, STATE, OR FEDERAL LAWS OR STANDARDS REQUIRED FOR BUILDINGS, STRUCTURES, USES OR OUTDOOR SPECIAL EVENTS.

EVENT LOCATION ADDRESS: _____

EVENT DATES/TIMES INCLUDING SET UP AND TAKE DOWN: _____

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

NAME _____ NAME _____

COMPANY _____ COMPANY _____

ADDRESS _____ ADDRESS _____

CITY _____ STATE ____ ZIP _____ CITY _____ STATE ____ ZIP _____

TELEPHONE _____ TELEPHONE _____

E-MAIL _____ E-MAIL _____

APPLICANT'S RELATIONSHIP TO PROPERTY OWNER: _____

APPLICANT SIGNATURE _____ DATE _____

PROPERTY OWNER SIGNATURE _____ DATE _____

REQUIRED INFORMATION CHECKLIST

- COMPLETED APPLICATION FORM.
- ON A SEPARATE PAGE, A COMPLETE WRITTEN DESCRIPTION OF THE PROPOSED TEMPORARY BUILDING, STRUCTURE, USE, OR OUTDOOR SPECIAL EVENT
- FLOOR PLAN OF ALL TEMPORARY STRUCTURES/TENTS SHOWING DIMENSIONS, STAGE LOCATION *if applicable*, TABLE & CHAIR LAYOUT, AND ALL EXITS.
- DESCRIPTION OF ALL ACTIVITIES.
- STATEMENT DESCRIBING TRAFFIC CONTROL AND PARKING PLAN, *if applicable*.
- STATEMENT DESCRIBING LITTER CONTROL PLAN, *if applicable*.
- STATEMENT DESCRIBING THE HEATING PLAN, *if applicable*.
- STATEMENT DESCRIBING HOW RESTROOM NEEDS WILL BE HANDLED, *if applicable*.
- A DETAILED SITE PLAN OR AERIAL MAP SHOWING:
 - DIMENSIONS AND LOCATION OF TEMPORARY STRUCTURE(S)
 - ALL EXISTING BUILDINGS
 - PARKING AREAS.
 - VEHICLE ACCESS LANES.
 - OTHER OUTDOOR ITEMS INCLUDING BUT NOT LIMITED TO TABLES, RIDES, STRUCTURES.
 - LOCATION OF ALL OUTDOOR ACTIVITIES.
 - SIGNS: LOCATION, TYPE, AND DIMENSIONS OF EACH SIGN
- TENTS AND OTHER TEMPORARY BUILDINGS MAY REQUIRE A SEPARATE BUILDING PERMIT. FOR MORE INFORMATION, CONTACT TROY BUILDING INSPECTION AT 248 524-3344.
- TEMPORARY USES AND STRUCTURES ARE SUBJECT TO FIRE DEPARTMENT REQUIREMENTS AND REQUIRE FIRE DEPARTMENT INSPECTION. FOR MORE INFORMATION, CONTACT TROY FIRE DEPARTMENT 248 524-3419.

*application fee does not include additional permit fees such as building/plan review, electrical, plumbing and fire